CATALOG REVISIONS

1990 - 91

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MITCHELL COMMUNITY COLLEGE

CHANGES IN THE
1989-91 CATALOG

Effective Fall 1990

Pages 10,11,12,13,14,15 Delete Academic Calendar
Add the following Academic Calendar for 1990-91

FALL QUARTER 1990

August 28	Tuesday	Faculty Workshop and Student Orientation
August 29-30	Wednesday-Thursday	Registration
August 31	Friday	Faculty Workshop
September 3	Monday	Labor Day
September 4	Tuesday	Classes Begin
September 4-6	Tuesday-Thursday	Late Registration and Drop/Add Period
October 10	Wednesday	Midterm
October 26	Friday	Last day to withdraw from a class or school without Grade of "F"
November 19	Monday	End of Fall Quarter
November 22-23	Thursday-Friday	Thanksgiving Holidays

WINTER QUARTER 1990

November 26	Monday	Registration
November 27	Tuesday	Faculty Workday
November 28	Wednesday	Classes Begin
November 28-30	Wednesday-Friday	Late Registration and Drop/Add Period
December 20-January 1		Christmas Holidays
January 2	Wednesday	Classes Resume
January 17	Thursday	Midterm
January 21	Monday	Holiday
February 4	Monday	Last day to withdraw from a class or school without Grade of "F"
February 26	Tuesday	End of Winter Quarter

SPRING QUARTER 1990

March 4	Monday	Registration
March 5	Tuesday	Faculty Workday
March 6	Wednesday	Classes Begin
March 6-8	Wednesday-Friday	Late Registration and Drop/Add Period
April 1-5		Easter Holidays
April 8	Monday	Classes Resume
April 18	Thursday	Midterm
May 6	Monday	Last day to withdraw from a class or school without Grade of "F"
May 28	Tuesday	End of Spring Quarter
May 29	Wednesday	Graduation

SUMMER QUARTER 1991

June 2	Monday	Registration
June 4	Tuesday	Classes Begin
June 4-6	Tuesday-Thursday	Late Registration and Drop/Add Period
July 4	Thursday	Holiday
July 10	Wednesday	Midterm
July 29	Monday	Last day to withdraw from a class or school without Grade of "F"
August 20	Tuesday	End of Summer Quarter

FIRST SESSION SUMMER 1991

June 3	Monday	Registration
June 4	Tuesday	Classes Begin
June 4-5	Tuesday-Wednesday	Late Registration and Drop/Add Period
June 20	Thursday	Midterm
June 27	Thursday	Last day to withdraw from a class or school without Grade of "F"
July 4	Thursday	Holiday
July 11	Thursday	End of First Session

SECOND SESSION SUMMER 1991

July 11	Thursday	Registration
July 15	Monday	Classes Begin
July 15-16	Monday-Tuesday	Late Registration and Drop/Add Period
July 31	Wednesday	Midterm
August 7	Wednesday	Last day to withdraw from a class or school without Grade of "F"
August 20	Tuesday	End of Summer Session

Page 21 Please change the second paragraph under Admissions Requirements to read: "A high school diploma or GED is required for all postsecondary programs, except for Vocational Curricula. Each program is open to students who qualify."

Page 23 Change the last sentence in the first paragraph under Transferability of Courses and Programs to read: "Since becoming a Community College in 1973, this situation has not changed."

Page 23 Add the following after Change of Program: "CHANGE OF MAJOR PROCEDURE"
"Change of major may be made ONLY during registration and pre-registration periods. This policy will be strictly enforced. Below are listed the steps necessary to complete a Change of Major.

1. Visit the Director of College Job Placement/Counselor in the Main Building - Room 202.
2. Complete a Change of Major Form.
3. The Counselor will review student's records, and will provide counseling concerning the request to change major. Also the student will be informed of the differences in the programs, and the likelihood of losing credits because of the change.
4. A student changing from a vocational to a technical or college transfer program must take the placement tests before the change is made.
5. When the Change of Major Form is complete, the counseling has taken place, and the placement tests are taken (if required) the student is assigned a new advisor by the Registrar's Office. The student's folder is transferred to the new advisor.
6. The final step is a "Disclosure Form" mandated by the federal government to be reviewed, dated, and signed by all students entering or changing their major to a vocational or technical program.

Page 25 Change the first paragraph under Curriculum Courses to read: "Tuition: Current tuition charges are $8.75 for in-state and $81.75 for out-of-state per quarter hour with a maximum charge of $105.00 and $981.00 per quarter respectively. Charges are shown below:

Page 25 (continued)

Quarter Hours	In-State	Out-of-State
1	$8.75	$81.75
2	17.50	163.50
3	26.25	245.25
4	35.00	327.00
5	43.75	408.75
6	52.50	490.50
7	61.25	572.25
8	70.00	654.00
9	78.75	735.75
10	87.50	817.50
11	96.25	899.25
12	105.00	981.00

Page 26 Change the second paragraph to read: "A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed $105.00 or $981.00 ."

Page 28 Change the Student Budget to read: "1990-91 Student Budgets for Mitchell Community College"

Students Living With Parents

	9 Months	12 Months
Room/Board	$1,575	$2,100
Transportation	772	1,030
Clothing	397	529
Personal	744	992
Health	193	259
	$3,681	$4,910
Tuition/Fees	297	387
*Books/Supplies	375	500
	$4,353	$5,797

Self-Supporting Student

	9 Months	12 Months
Room/Board	$3,374	$4,498
Transportation	772	1,030
Clothing	397	529
Personal	894	1,191
Health	270	358
	$5,707	$7,606
Tuition/Fees	297	387
Books/Supplies	375	500
	$6,379	$8,493

*For Nursing Students the cost of Books/Supplies should be adjusted to reflect the following expenses:

	1st Year	2nd Year
1st Quarter	$ 861	$150
2nd Quarter	300	100
3rd Quarter	40	100
4th Quarter	110	-
	$1,311	$350

Budget Derivation

Budget figures are derived from student surveys, local agencies, merchants, professiona cost of living increase and national comparison data. Transportation is based on an average of 18 miles per day at 26 cents per mile.

Page 29 Please add the following: "Servicemembers Opportunity College"
"Having pledged to abide by the Principles and Criteria of Servicemembers Opportunity Colleges (SOC) and to assist in meeting the higher education needs of Military personnel, Mitchell Community College has been designated a Servicemembers Opportunity College. SOC is sponsored by the American Association of State Colleges and Universities of the American Association of Community and Junior Colleges, in cooperation with 11 other national associations in higher education, the Office of the Secretary of Defense, the Military Services and the Coast Guard."

"U.S. Army Reserve Officers Training Program"
"Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U.S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students may enter in a contractual agreement with the Army.

Detailed information on this program is available from the Department of Military Science, Davidson College, Davidson, N.C. 28036, (704) 892-2231."

Page 31 Change the third paragraph to read: "Certain documents may be required by the Veterans Administration for certification purposes. They are a certified copy (from the Courthouse) of member No.4 of the DD 214 (discharge papers) or a DD Form 2384 (Notice of Basic Eligibility for National Guard and Reservists only). Check with the Asst. Financial Aid Officer to see which documents are required in order to be certified.

Page 35 Add the following scholarship after the W.K. Bess Family Scholarship: "THE BETA SIGMA PHI SCHOLARSHIP FUND of the Sigma Phi Gamma is awarded annually to an Iredell County female on the basis of need and academic achievement."

Page 36 Add the following scholarship after The Carter Scholarship: "THE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP to Mitchell Community College in memory of Mike Courain was established in 1975. It is to be awarded annually to students based on financial need. First priority will be given to outstanding Key Club or Keywanette members of North Iredell High School and West Iredell High School."

Page 36 Add the following scholarship after The Ruth Gail Conger Scholarship: "THE C.W. ISENHOUR STRUCTURAL CLAY PRODUCTS SCHOLARSHIP was established in 1990 by Isenhour Brick and Tile Company of Salisbury. This scholarship will be awarded annually to a Rowan County resident enrolled in Structural Clay Products Technology on a first-come first-serve basis. If the student maintains a 2.00 average or greater, the scholarship will be renewed a second year.

Page 37 Add the following scholarship before the Thomas Lee and Ethel Austin Dysard Memorial Scholarship: "THE DEAN A. REEP MEMORIAL SCHOLARSHIP was established in 1989 by Hassill and Dorothy Reep and Joy Reep Shuford. The scholarship will be awarded annually to a student who plans a career in the prevention of crime (including, but not limited to political science, criminal justice, sociology, psychology, pre-law, and counseling) on the basis of North Carolina residency (preferably), academic success, need, and high moral character."

Page 37 Add the following scholarship after the Exchange Club Scholarships: "THE FLORENCE DAWSON SCHOLARSHIP FOR WOMEN IN CRIMINAL JUSTICE was established in 1989 by the Piedmont Mediation Center. The scholarship will be awarded annually to a full-time female Criminal Justice student who is a resident of Iredell, Alexander, Davie, or Davidson County on the basis of successful completion of one quarter in Criminal Justice with a 2.5 average. The student must be willing to take mediation training."

Page 37 Add the following scholarship after the Hunt Manufacturing Company Scholarship: "THE INEZ G. HOLCOMB, R.N.-H.F. LONG HOSPITAL ALUMNI SCHOLARSHIP was established in 1989 by the family of Inez G. Holcomb and the H.F. Long Hospital Alumni Association. The scholarship will be awarded annually to a deserving student enrolled in or planning to enroll in the Associate Degree Nursing Program on the basis of the selection of the designated scholarship committee (consisting of the Financial Aid Officer, President of Mitchell Community College, Dean of Student Development, Director of Associate Degree Nursing Program, Chairman of the Alumni Association Scholarship Committee, and one family member)."

Page 38 Add the following scholarship after the Irma Holmes Hall Library Scholarship: "THE JAMES GRUBBS MARTIN SCHOLARSHIP was established in 1989 by the North Carolina Community College Alumni Association in honor of Governor Martin's overall support of the system. The scholarship will be awarded to a full-time student of Mitchell Community College on the basis of financial need."

Page 39 Add the following scholarships after the Laurence McLeiland Scholarship: "THE LEE BRICK AND TILE COMPANY SCHOLARSHIP was established in 1990 by Mr. Rad Holton of Lee Brick and Tile Company. The scholarship will be awarded annually to a full-time student enrolled in Structural Clay Products Technology on the basis of scholarship application."

"THE MANNINGTON CERAMIC TILE SCHOLARSHIP was established in 1990 by Mannington Ceramic Tile Company. The scholarship will be awarded annually to (first preference) an employee or dependent of Mannington Ceramic Tile or (second preference) to a resident of Davidson or Montgomery County enrolled in the Structural Clay Products Technology Program."

"THE MCC-CBC COSMETOLOGY CLUB SCHOLARSHIP was established by the cosmetology students. The scholarship is awarded annually to the student who is the winner of an amateur styling contest."

Page 40 Add the following scholarship after The Murdock Scholarship: "THE ANNIE AUSTIN NICKS SCHOLARSHIP was established in 1984 by her daughter, Millie Nicks, to be administered by the Statesville Business and Professional Women's Organization, and to be awarded annually to a young woman, 18 to 25 years of age, a high school graduate or within 3 months of graduating, who is pursuing a graduate degree in nursing and has been accepted in an accredited school of nursing, or a young woman pursuing a graduate degree in business and has been accepted in an accredited school of business."

Page 40 Add the following scholarship after the Owlettes Club Scholarship: "THE PINE HALL BRICK AND PIPE COMPANY SCHOLARSHIP was established in 1990 by the Pine Hall Brick and Tile Company. The scholarship will be awarded annually to a student enrolled in the Structural Clay Products Technology curriculum with preference given to employees and their families or residents of the Madison area (Guilford, Rockingham, Stokes, or Forsyth Counties)."

Page 40 Please delete the J.C. Penney Company Scholarships

Page 40 Add the following scholarship before the Phi Beta Lambda Scholarship: "THE SALLY H. LEWIS/ELIZABETH C. ELLIS SCHOLARSHIP was established by the Lambda Gamma Chapter of the Sigma Phi Gamma Sorority. It is awarded annually to a student enrolled in the Associate Degree Nursing Program on the basis of financial need."

Page 41 Please delete The Statesville City of Progresss Kiwanis Club Scholarship

Page 42 Please delete the Statesville Record and Landmark Scholarship

Page 42 Add the following scholarships after The Sub Express Fellowship: "THE TAYLOR CLAY PRODUCTS COMPANY SCHOLARSHIP was established in 1990 by the Taylor Clay Products Company of Salisbury. The scholarship will be awarded annually to a Rowan County resident on the basis of scholarship application and selection. The scholarship is renewable for a second year based on a 2.00 quality point average."

"THE TED W. TYSINGER SCHOLARSHIP was established in 1990 by Triangle Brick Company. The scholarship will be awarded annually to a student enrolled in the Structural Clay Products Technology Program on the basis of selection by Triangle Brick Company and maintaining a 2.00 quality point average. The scholarship can be renewed for the second year."

Page 42 Please change THE HENRIETTA WALLACE SCHOLARSHIP to read: "THE HENRIETTA WALLACE SCHOLARSHIP was established in 1982 by Constance and Julius Aronson in memory of their sister, the late Henrietta Wallace, who studied music at Mitchell and had a deep love for the arts. The scholarship will be awarded annually to a pre-science major who demonstrates financial need.

Page 48 Add the following after the last paragraph: PARKING RULES AND REGULATIONS - All motor vehicles parked on Mitchell property by faculty, staff and students must be registered with the Business Office. Failure to register a vehicle will result in a traffic citation of $1. Vehicle decals must be displayed on the rearview mirror. If, for any reason, a student must drive a car without a registration decal, a temporary decal must be obtained from the switchboard.

The official vehicle registration card issued by the Department of Motor Vehicles and a driver's license must be presented when registering a vehicle. In addition, the MCC car registration form must be completed before a decal is issued. Registration is for one academic year beginning with the first day of Fall quarter and ending with the first day of registration the next Fall quarter.

The driver and/or owner shall be responsible for all violations incurred by the vehicle. Penalties are payable at the Business Office from 8:00 a.m. until 4:30 p.m. daily and thereafter at the Switchboard. Payments can also be mailed to MCC-Business Office. Failure to pay fines will cause the offender to be ineligible to register, receive grades, or a transcript.

The campus is generally quite congested; a speed limit of 10 mph is posted, but seldom is it safe to move that rapidly. Broad Street, Mulberry Street, Walnut street, Gill Street, Race street, and Cherry Street are city streets and all city ordinances apply. Gill Street and Cherry Street meet in the parking lot and must be kept open as city streets. NO PARKING and RESERVED PARKING must be observed.

Handicap decals may be obtained from the Dean of Student Development. Visitor decals may be obtained from the Library or the Switchboard. Any questions concerning vehicles and parking should be directed to the Business Office.

Page 51 Add the following to Grading System and Quality Point Average:
"NS - No Show - Recorded for students who register for classes, but do not attend at least one class session prior to the 20% point."

Page 52 Change the Dean's List information to read: DEAN'S LIST -
The Dean's List is published at the end of each quarter. It is published as follows:
Full Time - Any student enrolled for at least twelve quarter hours and earns a quality point average of 3.5 or better with no grade below "C" will be on the Full Time Dean's List for that quarter.
Part Time - Any student enrolled for at least six quarter hours, but less than twelve, and earns a quality point average of 3.5 or better with no grade below "C" will be on the Part Time Dean's List for that quarter.

Page 52 Change the Class Honors and College Honors to read: GRADUATION HONORS -
High Honors - A student who has a cumulative grade point average of 3.75 or greater with no grade below a "C" will receive High Honors at graduation.
Honors - A student who has a cumulative grade point average of 3.50 to 3.74 with no grade below a "C" will receive Honors at graduation.
At least fifty percent of the curriculum requirements must be completed at Mitchell Community College to be eligible for honors at graduation.
Certificate programs do not qualify for honors.

Page 52 Change the paragraph titled "Graduation Marshals" to read:
The graduation marshals are those freshmen who have the highest grade point average for their first two quarters and have earned a minimum of 30 quarter hours. They will assist in graduation exercises. College Transfer, Technical, and Vocational areas will be represented. The number of marshals from each area is determined by the number of students enrolled in each area.

Page 56 Change the last sentence of No. 2 under "Requirements for Graduation" to read: No course substitutions may be made and no graduation requirements may be waived without recommendation from the program director, division chairman, and administrative approval.

Page 58 Under "Educational Programs - Technical" change Industrial Management to read: Industrial Management Technology - T-049

Page 60 Change "Humanities and Fine Arts" under Associate in Arts Degree to read:
Humanities and Fine Arts 14 credit hours
Courses must be selected from art, modern language, literature, music, religion, and oral communications, but must include at least 5 credit hours in literature.

Page 60 Change "Humanities and Fine Arts" under Associate in Science Degree to read: Humanities and Fine Arts 8 credit hours
Courses must be selected from art, modern language, literature, music, religion and oral communications but must include at least 5 credit hours in literature.

Page 61 Change "Humanities and Fine Arts" under the Associate in Fine Arts Degree to read: Humanities and Fine Arts 12 credit hours
Courses must be selected from literature, modern language, religion, music, and oral communications but must include 5 credit hours in literature.

Page 63 Change the "Second Quarter" suggested curriculum under Pre-Art (C-003) to read:

ENG 152	Composition II	3
HIS 152	History or Western Civilization or	
HIS 251	U.S. History	5
ART 151	Drawing I	3
	Elective	5
PED	Physical Education	1

Page 65 Change "Administrative Office Technology (T-030)" to read:
ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)
Associate in Applied Science Degree
This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, report, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence, and performing reprographic duties.

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Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

CURRICULUM	
Technical/Vocational (Major)	58
Related	35
General Education	20
Electives	0
Total	113

Page 66 Change the page to the following requirements:

Major Requirements:

BUS 122 Filing	3
BUS 125,126 Office Procedures	6
BUS 153,154,155,201,202,203 Typewriting	18
BUS 156,157,158,211,212,213 Shorthand	24
BUS 215,216 Word Processing	7

Related Requirements:

BUS 128 Business Mathematics	4
BUS 136 Professional Development	3
BUS 150,151 Business Law	6
BUS 161,162 Accounting	8
BUS 220 Business Communications	3
EDP 161 Word Processing on the Personal Computer	3
EDP 162 Spreadsheet Processing on the Personal Computer	3
MAT 151 Fundamentals of Mathematics	5

General Education Requirements:

ENG 101,102,103 or ENG 151,152,153	9
ENG 250 Oral Communications	3
ECO 251 Economics	5
General Education Electives (from areas of English, Social Studies or Humanities)	3

Course Title	QTR.HRS. Credit
FIRST QUARTER	
BUS 122 Filing	3
BUS 153 Typewriting	3
BUS 156 Shorthand	4
ENG 101 Grammar I or ENG 151	3
MAT 151 Fundamentals of Mathematics	5
SECOND QUARTER	
BUS 125 Office Procedures	3
BUS 154 Typewriting	3
BUS 157 Shorthand	4
EDP 161 Word Processing on the PC	3
ENG 102 Composition or ENG 151 Composition II	3
General Education Elective	3

Course Title	QTR. HRS. Cred
FOURTH QUARTER	
BUS 128 Business Mathematics	4
BUS 150 Business Law	3
BUS 161 Principles of Accounting	4
BUS 201 Typewriting	3
BUS 211 Shorthand Dictation & Transcription	4
FIFTH QUARTER	
BUS 151 Business Law	3
BUS 162 Principles of Accounting	4
BUS 202 Typewriting	3
BUS 212 Shorthand Dictation & Transcription	4
BUS 215 Word Processing	4

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Course Title	QTR. HRS. Credit	Course Title	Qtr. Hrs. Cr
THIRD QUARTER		SIXTH QUARTER	
BUS 126 Office Procedures	3	BUS 203 Typewriting	3
BUS 136 Professional Development	3	BUS 123 Shorthand Dictation & Transcription	4
BUS 155 Typewriting	3	BUS 216 Word Processing	3
BUS 158 Shorthand	4	BUS 220 Business Communications	3
ENG 103 Technical Writing or		ECO 251 Macroeconomics	5
ENG 153 Composition III	3	EDP 162 Spreadsheet Processing on the PC	3
ENG 250 Oral Communication	3		

Page 67 Change the Accounting Program (T-016) to read:

ACCOUNTING (T-016)
Associate in Applied Science Degree

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories, and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk, and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as system accountant, cost accountant, budget accountant and property accountant.

CURRICULUM	
Technical/Vocational (Major)	59
Related	33
General Education	19
Electives (3 if BUS 153 is waived for skill of 30 WPM)	0
	111

Major Requirements:	
BUS 128 Business Mathematics	4
BUS 153 Typewriting	3
BUS 161,162,163 Accounting Principles	12
BUS 224 Business Management	5
BUS 228 Consumer Finance	3
BUS 229 Business Finance	3
BUS 241,242,243 Intermediate Accounting	12
BUS 244 Cost Accounting	4
BUS 246 Taxes	4
BUS 248 Auditing	4
BUS 152 Introduction to Business	5
Related Requirements:	
BUS 136 Professional Development	3
BUS 150,151 Business Law	6
BUS 152 Introduction to Business	5
BUS 200 Accounting on Microcomputers	4
BUS 220 Business Communications	3
EDP 161 Word Processing on the PC	3
EDP 162 Spreadsheet Processing on the PC	3
ENG 250 Oral Communication	3
MAT 151 Fundamentals of Mathematics	5
Related Electives	3

Page 67 (Continued)

General Education Requirements:

Eng 101,102,103 or 151,152,153 English	9
ECO 251,252 Economics	10

Approved Related Electives:
BUS 134,216,223,225,238
EDP 158,160,163

Page 68 Change Suggested Curriculum for Accounting (T-016) to read:

Course Title	QTR HRS Credit
FIRST QUARTER	
BUS 150 Business Law	3
BUS 152 Introduction to Business	5
BUS 161 Accounting Principles	4
ENG 101 Grammar I or	
ENG 151 Composition I	3
MAT 151 Fundamentals of Mathematics	5
SECOND QUARTER	
BUS 128 Business Mathematics	4
BUS 151 Business Law	3
BUS 162 Accounting Principles	4
ECO 251 Macroeconomics	5
ENG 102 Composition or	
ENG 152 Composition II	3
THIRD QUARTER	
BUS 153 Typewriting (waived for 30 WPM) or Elective	3
BUS 163 Accounting Principles	4
ECO 252 Microeconomics	5
EDP 162 Spreadsheet Processing on the PC	3
ENG 103 Technical Writing or	
ENG 153 Composition III	3

Course Title	QTR HRS Credit
FOURTH QUARTER	
BUS 224 Business Management	5
BUS 228 Consumer Finance	3
BUS 241 Intermediate Accounting	4
BUS 244 Cost Accounting	4
EDP 161 Word Processing on the PC	3
FIFTH QUARTER	
BUS 136 Professional Development	3
BUS 200 Accounting on the Microcomputer	4
BUS 229 Business Finance	3
BUS 242 Intermediate Accounting	4
BUS 248 Auditing	4
SIXTH QUARTER	
BUS 220 Business Communications	3
BUS 243 Intermediate Accounting	4
BUS 246 Taxes	4
ENG 250 Oral Communication	3
Related Elective	3

Page 69 Under the Third Quarter delete NUR 213 Obstetrical Nursing
Under the Fourth Quarter delete NUR 112 Medical/Surgical Nursing II

Page 70 Change Business Administration (T-018) to read:

BUSINESS ADMINISTRATION (T-018)
Associate in Applied Science Degree

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in understanding the principles of organization and management in business operations, utilizing modern techniques to make decisions, understanding the economy through study and analysis of the role of production and marketing, communicating orally and in writing, and interpersonal relationships.

Through these skills and through the development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

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CURRICULUM	
Technical/Vocational (Major)	60
Related	33
General Education	19
Electives (6 if BUS 153 waived for skill of 30 WPM)	3
Total	115

Major Requirements:

BUS 128	Business Mathematics	4
BUS 134	Principles of Supervision	3
BUS 150,151	Business Law	6
BUS 152	Introduction to Business	5
BUS 153	Typewriting	3
BUS 220	Business Communications	3
BUS 223	Principles of Selling	3
BUS 224	Business Management	5
BUS 225	Principles of Marketing	5
BUS 229	Business Finance	3
BUS 238	Business Insurance	5
BUS 246	Taxes	4
EDP 151	Introduction to Data Processing	5
EDP 161	Word Processing on the Personal Computer	3
EDP 162	Spreadsheet Processing on the Personal Computer	3

Related Requirements:

BUS 136	Professional Development	3
BUS 161,162,163	Accounting Principles	12
BUS 228	Consumer Finance	3
MAT 151	Fundamentals of Mathematics	5
ENG 250	Oral Communication	3
	Related Electives	7

General Education Requirements:

ENG 101,102,103 or ENG 151,152,153	English	9
ECO 251,252	Economics	10

Page 71 Change requirements and suggested curriculum to read:

Approved Related Electives:

BUS 125	Office Procedures
BUS 200	Accounting on Microcomputers
BUS 216	Word Processing
EDP 158	Introduction to the IBM Personal Computer with Basic Programming
EDP 160	Advanced Basic Programming
EDP 163	Database Processing on the Personal Computer
BUS 244	Cost Accounting
REL 155	Introduction to Ethical Decision Making
POL 261	State and Local Government
SOC 151	Introduction to Sociology

Page 71 Business Administration (continued)

Course Title	QTR HRS Credit
FIRST QUARTER	
BUS 152 Introduction to Businesss	5
BUS 161 Accounting Principles	4
EDP 161 Word Processing on the PC	3
ENG 101 Grammar I or	
ENG 151 Composition I	3
SECOND QUARTER	
BUS 128 Business Mathematics	4
BUS 162 Accounting Principles	4
EDP 151 Introduction to Data Processing	5
ENG 102 Composition or	
ENG 152 Composition II	3
Related Elective	3
THIRD QUARTER	
BUS 134 Principles of Supervision	3
BUS 153 Typewriting (waived for 30 WPM)	3
BUS 163 Accounting Principles	4
BUS 220 Business Communications	3
ENG 102 Technical Writing or	
ENG 153 Composition III	3
Related Elective	4

Course Title	QTR HRS Credit
FOURTH QUARTER	
BUS 150 Business Law	3
BUS 224 Business Management	5
BUS 228 Consumer Finance	3
ECO 252 Microeconomics	5
EDP 162 Spreadsheet on the PC	3
FIFTH QUARTER	
BUS 151 Business Law	3
BUS 225 Principles of Marketing	5
BUS 229 Business Finance	3
ECO 252 Microeconomics	5
ENG 250 Oral Communication	3
SIXTH QUARTER	
BUS 136 Professional Development	3
BUS 223 Principles of Selling	3
BUS 238 Business Insurance	5
BUS 246 Taxes	4
Elective	3

Page 72 Change Business Computer Programming (T-022) to read:

BUSINESS COMPUTER PROGRAMMING (T-022)
Associate in Applied Science Degree

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer, systems analyst and systems manager.

CURRICULUM	
Technical/Vocational (Major)	70
Related	26
General Education	19
Electives	0
Total	115

Major Requirements:	
EDP 103 Utilities	3
EDP 107 RPG II	5
EDP 108 Advanced RPG II	5
EDP 151 Introduction to Data Processing	5
EDP !58 Introduction to the IBM PCs with BASIC Programming	4
EDP 161 Word Processing on the Personal Computer	3
EDP 162 Spreadsheet Processing on the Personal Computer	3
EDP 163 Database Processing on the Personal Computer	3
EDP 203 Systems Analysis and Design	3

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EDP 207	COBOL	5
EDP 208	Advanced COBOL	5
EDP 210	Final Project	5
BUS 161,162,163	Accounting Principles	12
BUS 224	Business Management	5
BUS 244	Cost Accounting	4

Related Requirements:

BUS 150,151	Business Law	6
BUS 152	Introduction to Business	5
BUS 220	Business Communications	3
BUS 246	Taxes	4
ENG 250	Oral Communication	3
MAT 151	Fundamentals of Mathematics	5

Page 73 change the requirements and suggested curriculum to read:

General Education Requirements:

ENG 101,102,103 or ENG 151.152.153	English	9
ECO 251,252	Economics	10

Course Title	QTR HRS Credit
FIRST QUARTER	
EDP 151 Introduction to Data Processing	5
EDP 158 Introduction to IBM PC's with BASIC Programming	4
EDP 161 Word Processing on the PC	3
BUS 161 Accounting Principles	4
ENG 101 Grammar I or ENG 151 Composition I	3
SECOND QUARTER	
EDP 107 RPG II	5
BUS 162 Accounting Principles	4
ENG 102 Composition or ENG 152 Composition II	3
MAT 151 Fundamentals of Mathematics	5
THIRD QUARTER	
EDP 103 Utilities	3
EDP 108 Advanced RPG II	5
BUS 152 Introduction to Business	5
BUS 163 Accounting Principles	4
ENG 103 Technical Writing or ENG 153 Composition III	3

Course Title	QTR HRS Cred
FOURTH QUARTER	
EDP 203 Systems Analysis & Design	3
EDP 207 COBOL	5
BUS 150 Business Law	3
BUS 224 Business Management	5
BUS 244 Cost Accounting	4
FIFTH QUARTER	
EDP 162 Spreadsheet Processing on the PC	3
EDP 208 Advanced COBOL	5
BUS 151 Business Law	3
ECO 251 Macroeconomics	5
ENG 250 Oral Communication	3
SIXTH QUARTER	
EDP 163 Database Processing on the PC	3
EDP 210 Final Project	5
BUS 220 Business Communications	3
BUS 246 Taxes	4
ECO 252 Microeconomics	5

Page 73 (continued)

BUSINESS COMPUTER PROGRAMMING (T-022)
Certificate Program

Classes

EDP 130	IBM PC DOS
EDP 131	Keyboarding on the IBM PC
EDP 107	RPG I
EDP 158	IBM PC with BASIC Programming
EDP 151	Introduction to Data Processing
EDP 161	Wordprocessing on the PC
EDP 162	Spreadsheet Processing on the PC
EDP 163	Database Processing on the PC
BUS 153	Typing I
BUS 161	Accounting Principles

Recommended order of sequence			Qtr. Hrs. Credit
Fall	BUS 153	Typing I	3
	EDP 151	Introduction to Data Processing	5
Winter	EDP 107	RPG II	5
	EDP 161	Wordprocessing on the PC	3
Spring	EDP 162	Spreadsheet Processing on the PC	3
	BUS 161	Accounting Principles	4
Summer	EDP 158	IBM PC with BASIC Programming	4
	EDP 130	IBM PC DOS	1
	EDP 131	Keyboarding on the IBM PC	1
	EDP 163	Database Processing on the PC	3

Page 74 Change the "Criminal Justice - Protective Services Technology (T-129)" to:

CRIMINAL JUSTICE - PROTECTIVE SERVICES TECHNOLOGY (T-129)
Associate in Applied Science Degree

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility adminsitration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security. industrial security, retail security, security systems and surveillance.

Page 74 (continued)

Job opportunities are available with federal, state, county and minicipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

Corrections Option

Major Requirements:

CJC 101 Introduction to Criminal Justice	5
CJC 102 Criminology	5
CJC 110 Juvenile Delinquency	5
CJC 112 Criminal Law	5
CJC 125 Criminal Procedure	5
CJC 203 Corrections	3
CJC 204 Paroles, Probation & Pardon	3
CJC 205 Criminal Evidence	5
CJC 206 Community Relations	3
CJC 207 Confinement Facility Administration	3
CJC 209 Correction Law	3
CJC 222 Criminal Justice Administration	3
CJC 223 Corrections Counseling	4
CJC 230 Counseling	3
CJC 234 Community Based Correction	3
PSY 264 Abnormal Psychology	5
PSY 203 Adolescent Psychology	3

Related Requirements:

ENG 250 Oral Communication	3
HEA 251 First Aid and Safety	3
MAT 151 Fundamentals of Mathematics	5
POL 251 American National Government	5
POL 261 State and Local Government	5
SOC 271 Social Problems	3
Related Elective to be chosen from:	3

CJC 240 Constitutional Law
CJC 241 Drug & Alcohol Addition & Treatment
CJC 242 Drug & Alcohol Abuse Prevention
SOC 272 Social Problems
BUS 153 Typewriting

General Education:

ENG 101 Grammar I or ENG 151 Composition	3
ENG 102 Composition or ENG 152 Composition II	3
ENG 103 Technical Writing or ENG 153 Composition III	3
PSY 151 Introduction to Psychology	5
SOC 151 Introduction to Sociology	5

Technical/Vocational	66
Related	27
General Education	19
Electives	3
	115

Law Enforcement Option

Major Requirements:

CJC 101 Introduction to Criminal Justice	5
CJC 102 Criminology	5
CJC 110 Juvenile Delinquency	5
CJC 112 Criminal Law	5
CJC 125 Criminal Procedure	5
CJC 202 Traffic Enforcement	5
CJC 203 Corrections	3

Criminal Justice Changes (continued)

CJC 205	Criminal Evidence	5
CJC 206	Community Relations	3
CJC 210	Criminal Investigation	5
CJC 211	Criminalistics I	5
CJC 212	Criminalistics II	5
CJC 218	Patrol Procedures	3
CJC 222	Criminal Justice Administration	3
HEA 251	First Aid and Safety	3

Technical/Vocational (Major)	65
Related	28
General Education	20
Electives	3
	116

Related Requirements:

EDP 151	Introduction to Data Proc.	5
MAT 151	Fundamentals of Mathematics	5
POL 251	American National Government	5
POL 261	State and Local Government	5
PSY 264	Abnormal Psychology	5
SOC 271	Social Problems	3

General Education Requirements:

ENG 101	Grammar I or	
ENG 151	Composition I	3
ENG 102	Composition or	
ENG 152	Composition II	3
ENG 103	Technical Writing or	
ENG 153	Composition III	3
ENG 250	Oral Communication	5
PSY 151	Introduction to Psychology	3

Page 76 Change to read:

Course Title	Qtr. Hrs. Credit
FIRST QUARTER	
CJC 101 Introduction to Criminal Justice	5
ENG 101 Grammar I or	
ENG 151 Composition I	3
MAT 151 Fundamentals of Mathematics	5
PSY 151 Introduction to Psychology	5
SECOND QUARTER	
CJC 102 Criminology	5
CJC 112 Criminal Law	5
ENG 102 Composition or	
ENG 152 Composition II	3
POL 251 American National Government	5

Course Title	Qtr. Hrs. Credit
THIRD QUARTER	
CJC 110 Juvenile Delinquency	5
CJC 125 Criminal Procedures	5
ENG 103 Technical Writing or	
ENG 153 Composition III	3
ENG 250 Oral Communication	3
POL 261 State & Local Government	5

CORRECTIONS OPTION

FOURTH QUARTER	
CJC 205 Criminal Evidence	5
CJC 206 Community Relations	3
HEA 251 First Aid and Safety	3
PSY 203 Adolescent Psychology	3
SOC 151 Introduction to Sociology	5
SIXTH QUARTER	
CJC 204 Paroles, Probation, & Pardons	3
CJC 209 Correction Law	3
CJC 222 Criminal Justice Administration	3
CJC 223 Corrections Counseling	4
Elective	3
Related Elective	3

FIFTH QUARTER	
CJC 203 Corrections	3
CJC 207 Confinement Facilities	3
CJC 230 Counseling	3
CJC 234 Community Based Corrections	3
PSY 264 Abnormal Psychology	5
SOC 271 Social Problems	3

Page 76 Criminal Justice changes (continued)

LAW ENFORCEMENT OPTION

Course Title	Qtr. Hrs. Credit
FOURTH QUARTER	
CJC 205 Criminal Evidence	5
CJC 206 Community Relations	3
CJC 210 Criminal Investigation	5
HEA 251 First Aid and Safety	3
Elective	3
SIXTH QUARTER	
CJC 202 Traffic Enforcement	5
CJC 212 Criminalistics II	5
CJC 222 Criminal Justice Administration	3
EDP 151 Introduction to Data Processing	5
Elective	3

Course Title	Qtr. Hr Credit
FIFTH QUARTER	
CJC 203 Corrections	3
CJC 211 Criminalistics I	5
CJC 217 Patrol Procedures	3
PSY 264 Abnormal Psychology	5
SOC 271 Social Problems	3

Criminal Justice-Protective Services Certificates
T-129

Certificate Program
Legal Specialization

CJC 112	Criminal Law	5
CJC 125	Criminal Procedure	5
CJC 205	Criminal Evidence	5
CJC 240	Constitutional Law	3

Certificate Program
Patrol Specialization

CJC 101	Introduction to Criminal Law	5
CJC 202	Traffic Enforcement	5
CJC 218	Patrol Procedures	3
HEA 251	First Aid and Safety	3

Certificate Program
Criminology Specialization

CJC 102	Criminology	5
CJC 110	Juvenile Delinquency	5
PSY 151	Introduction to Psychology	5
PSY 264	Abnormal Psychology	5
PSY 203	Adolescent Psychology	3
SOC 151	Sociology	5
SOC 271	Social Problems	3

Certificate Program
Investigative Specialization

CJC 210	Criminal Investigation	5
CJC 211	Criminalistics I	5
CJC 212	Criminalistics II	5
CJC 242	Drug & Alcohol Abuse Prevention	3
ENG 250	Oral Communication	3

Page 76 Criminal Justice changes (continued)

Certificate Program
Corrections Specialization

CJC 101	Introduction to Criminal Justice	5
CJC 203	Corrections	3
CJC 204	Paroles, Probation, and Pardons	3
CJC 209	Correction Law	3
CJC 223	Correction Counseling	4
CJC 230	Counseling	3
CJC 234	Community Based Corrections	3
CJC 241	Drug and Alcohol Addition Treatment	5
HEA 251	First Aid and Safety	3

Certificate Program
Police Administration Specialization

CJC 203	Corrections	3
CJC 206	Community Relations	3
CJC 220	Criminal Justice Adminis.	3
POL 251	American National Govert.	5
POL 261	State & Local Government	5

Certificate Program
Correction Administration Specialization

CJC 206	Community Relations	3
CJC 207	Confinement Facilities Administration	3
CJC 220	Criminal Justice Adminis.	3
ENG 250	Oral Communication	3
POL 251	American National Government	3
POL 261	State & Local Government	3

Page 77 To Related Requirements for Electronics Engineering Technology add:
ENG 250 Oral Communication 3
Under General Education Requirements, delete SPH 251 Public Speaking

Page 78 Under First Quarter, delete ELN 219 Digital Fundamentals and add:
DFT 113 Electronic Drafting 4

Under Second Quarter, delete ELN 121 Electronics and add:
ELN 219 Digital Fundamentals 5

Under Third Quarter change ELN 122 to ELN 121 Electronics I 5

Change Fourth Quarter - Summer Quarter to read:
ELN 122 Electronics II 7
ELN 220 Electronics Systems 6

Under Fifth Quarter, delete SPH 251 Public Speaking and delete ELN 220 Electronic Systems
Add ELN 229 Digital Circuits 6 and ENG 250 Oral Communications 3

Under Sixth Quarter delete DFT 113 Electronic Drafting and add:
ELN 202 Electronics Communications Systems 7 and ELC 212 Solid State Controls 4

Under Seventh Quarter delete ELC 222 Solid State Controls and add:
ELN 208 Industrial Electronics 6

Page 78 Add the following:

Electronics Engineering Technology
Basic Electronics Certificate T-045

First Quarter	
ELC 112 Electrical Fundamentals I	6
Second Quarter	
ELN 121 Electronics I	5
Third Quarter	
ELN 122 Electronics II	7
Fourth Quarter	
ELN 123 Electronics III	6
Total	24 Quarter Hours

Page 79 Change General Office Technology (T-033) to read:

GENERAL OFFICE (T-033)
Associate in Applied Science Degree

The purposes of the General Office curriculum are to prepare the individual to enter clerical office occupations, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position) and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

CURRICULUM	
Technical/Vocational (Major)	52
Related	32
General Education	22
Electives	3
Total	109
Major Requirements:	
BUS 122 Filing	3
BUS 125, 126 Office Procedures	6
BUS 128 Business Mathematics	4
BUS 134 Principles of Supervision	3
BUS 153,154,155 & 201,202,203 Typewriting	18
BUS 215,216 Word Processing	7
BUS 220 Business Communications	3
BUS 152 Introduction to Business	5
EDP 161 Word Processing on the Personal Computer	3
Related Requirements:	
BUS 136 Professional Development	3
BUS 150,151 Business Law	6
BUS 152 Introduction to Business	5
BUS 161,162 Accounting Principles	8
BUS 246 Taxes	4
MAT 151 Fundamentals of Mathematics	5

Page 79 General Office (continued)

EDP 162 Spreadsheet Processing on the Personal Computer	3
EDP 163 Database Processing on the Personal Computer	3
General education Requirements:	
ENG 101,102,103 or	
ENG 151,152,153 English	9
ENG 250 Oral Communication	3
ECO 251,252 Economics	10

Page 80 Change to read:

Course Title	QTR HRS Credit
FIRST QUARTER	
BUS 122 Filing	3
BUS 136 Professional Development	3
BUS 153 Typewriting	3
ENG 101 Grammar I or	
ENG 151 Composition I	3
MAT 151 Fundamentals of Mathematics	5
Elective	3
SECOND QUARTER	
BUS 125 Office Procedures	3
BUS 128 Business Mathematics	4
BUS 154 Typewriting	3
EDP 161 Word Processing on the PC	3
ENG 102 Composition or	
ENG 152 Composition II	3
THIRD QUARTER	
BUS 126 Office Procedures	3
BUS 134 Principles of Supervision	3
BUS 155 Typewriting	3
EDP 162 Spreadsheet Processing on on the PC	3
ENG 103 Technical Writing or ENG 153	3
ENG 250 Oral Communication	3

Course Title	QTR HRS Credi
FOURTH QUARTER	
BUS 150 Business Law	3
BUS 152 Introduction to Business	5
BUS 161 Accounting Principles	4
BUS 201 Typewriting	3
ECO 251 Macroeconomics	5
FIFTH QUARTER	
BUS 151 Business Law	3
BUS 162 Accounting Principles	4
BUS 202 Typewriting	3
BUS 215 Word Processing	4
ECO 252 Microeconomics	5
SIXTH QUARTER	
BUS 203 Typewriting	3
BUS 216 Word Processing	3
BUS 220 Business Communications	3
BUS 246 Taxes	4
EDP 163 Database Processing on the PC	3

Page 81 Please change to read:

INDUSTRIAL MANAGEMENT TECHNOLOGY (T-049)
Associate in Applied Science Degree

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, word analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual for wanting to fulfill professional or general interest needs.

	CURRICULUM
Technical/Vocational (Major)	59
Related	24
General Education	22
Electives (9 if BUS 153 waived for 30 WPM)	6
Total	111

Page 81 Industrial Management (continued)

Major Requirements:	
BUS 130 Principles of Industrial Management	5
BUS 133 Industrial Safety	5
BUS 134 Principles of Supervision	3
BUS 135 Work Measurement	5
BUS 152 Introduction to Business	5
BUS 224 Business Management	5
BUS 225 Principles of Marketing	5
BUS 229 Business Finance	3
BUS 230 Quality Control	4
BUS 232 Labor Economics and Labor Relations	5
BUS 234 Personnel Management	3
BUS 235 Production Planning	5
EDP 162 Spreadsheet Processing on the Personal Computer	3
Related Requirements:	
BUS 128 Business Mathematics	4
BUS 136 Professional Development	3
BUS 150,151 Business Law	6
BUS 153 Typewriting	3
BUS 228 Consumer Finance	3
MAT 151 Fundamentals of Mathematics	5
General Education Requirements:	
ENG 101,102,103 or 151,152,153 English	9
ENG 250 Oral Communication	3
ECO 251,252 Economics	10
Elective Requirements:	
(9 if BUS 153 waived for skill of 30 WPM)	6

Page 82 Change to read:

Course Title	QTR HRS Credit
FIRST QUARTER	
BUS 128 Business Mathematics	4
BUS 150 Business Law	3
BUS 152 Introduction to Business	5
BUS 224 Business Management	5
ENG 101 Grammar I or	
ENG 151 Composition I	3
SECOND QUARTER	
BUS 130 Principles of Industrial Management	5
BUS 151 Business Law	
BUS 153 Typewriting (wavied for 30 WPM)	3
ENG 102 Composition or ENG 152 Composition II	3
MAT 151 Fundamentals of Mathematics	5
THIRD QUARTER	
BUS 133 Industrial Safety	5
BUS 134 Principles of Supervision	3
BUS 135 Work Measurement	5
EDP 163 Database Processing on the PC	3
ENG 103 Technical Writing or	
ENG 153 Composition III	3

Course Title	QTR HRS C
FOURTH QUARTER	
BUS 136 Professional Development	
BUS 228 Consumer Finance	
BUS 235 Production Planning	
ECO 251 Macroeconomics	
EDP 162 Spreadsheet Processing on the Personal Computer	
FIFTH QUARTER	
BUS 225 Principles of Marketing	
BUS 229 Business Finance	
BUS 234 Personnel Management	
ECO 252 Microeconomics	
Elective	
SIXTH QUARTER	
BUS 230 Quality Control	
BUS 232 Labor Economics & Labor Relations	
ENG 250 Oral Communication	
Elective	

Page 82 (continued)

Please add the following:

Industrial Management Certificate
T-049

FIRST QUARTER		
BUS 224	Business Management	5
EDP 162	Spreadsheet Processing on the Personal Computer	3
SECOND QUARTER		
BUS 130	Industrial Management	5
BUS 136	Professional Development	3
THIRD QUARTER		
BUS 134	Principles of Supervision	3
BUS 230	Quality Control	4
Total required hours for the certificate (courses may be taken in any sequence)		23

Page 83: Please make the following changes:

Under Major Requirements change CER 103 Ceramic Processes from 5 credit hours to 4 credit hours.

Under Major Requirements change CER 104 Combustion I from 3 credit hours to 4 credit hours.

Under Major Requirements change CER 207 to read: Testing and ASTM Procedures 4

Under Major Requirements change CER 208 to read: CER 208 Glazes and Colors 3

Under General Education Requirements, add: ENG 250 Oral Communication 3

Page 84 Please make the following changes:

Third Quarter: CER 103 Ceramic Processes 4 credit hours
CER 104 Combustion I 4 credit hours

Fifth Quarter: Add ENG 250 Oral Communication 3

Sixth Quarter: Change CER 208 to CER 208 Glazes and Colors 3

Seventh Quarter: Change CER 207 to CER 207 Testing and ASTM Procedures 4

Page 89 After the quarter requirements for the Diploma Program in Air Conditioning, Heating, and Refrigeration add:

AIR CONDITIONING, HEATING, AND REFRIGERATION
Certificate Programs V-024

Air Conditioning and Refrigeration Certificate

FIRST QUARTER		
AHR 1121	Principles of Refrigeration	4
SECOND QUARTER		
AHR 1111	Automatic Controls I	4
THIRD QUARTER		
AHR 1123	Principles of Air Conditioning	4
MEC 1120	Duct Construction & Maintenance	2
FOURTH QUARTER		
AHR 1124	Aid Conditioning, Heating & Refrigeration Service	4
Total Hours		18

Page 89 Air Conditioning, Heating, and Refrigeration Certificates (continued)

Heating Certificate

FIRST QUARTER
AHR 1115 Fundamentals of Heating 4

SECOND QUARTER
AHR 1111 Automatic Controls I 4

THIRD QUARTER
AHR 1125 Heat Loss and Heat Gain 3
MEC 1120 Duct Construction and Maintenance 2

FOURTH QUARTER
AHR 1126 All Year Comfort Systems 4

Total Hours 17

Page 90 Under Major Requirements make the following changes:

Change PME 1203 to PME 1204 Auto-Diesel Engine Servicing 4

Change PME 1205 to PME 1206 Electronic Fuel Injection Systems 6

Delete MEC 1110 Machine Processes I

Under Related Requirements delete WLD 1101 Basic Oxyacetylene Welding
Add EGR 1101 Basic Computers for Automotive Servicing 2

Page 91 Make the following changes:

FIRST QUARTER - delete PME 1125 Automotive Servicing and add
PME 1204 Auto-Diesel Engine Servicing 4

SECOND QUARTER - delete PME 1205 Diesel Engine Fuel Systems, WLD 1101 Basic Oxyacetylene Welding, and PME 1221 Advanced Electrical Systems
Add: PME 1125 Automotive Servicing 4 and EGR 1101 Basic Computers for Automotive Servicing 2

THIRD QUARTER - delete AHR 1101 Automotive Air Conditioning and
MEC 1110 Machine Processes I
Change BUS 136 from Personal Development to BUS 136 Professional Development 3
Add PME 1206 Electronic Fuel Injection Systems 6

FOURTH QUARTER - delete PME 1203 Diesel Engine Servicing
Add: PME 1221 Advanced Electrical Systems 2 and AHR 1101 Automotive Air Conditioning 3

Add the following certificate programs:

Automotive Mechanics - Certificate Program (V-003)

General Certificate

FIRST QUARTER
PME 1101 Internal Combustion Engines 4
PME 1120 Automotive Electrical Systems 2

SECOND QUARTER
PME 1102 Engine Ignition & Fuel Systems 4
PME 1221 Advanced Electrical Systems 2

Page 91 Automotive Mechanics General Certificate (continued)

THIRD QUARTER	
PME 1113 Brake Systems	2
PME 1121 Front Suspension, Alignment and Power Steering	2
AHR 1101 Automotive Air Conditioning	3
FOURTH QUARTER	
PME 1124 Automotive Power Train Systems	2
PME 1224 Automotive Transmissions	5
Total Hours	26

Automotive Mechanics - Certificate Program (V-003)

Specialization in Electrical/Electronics Certificate

FIRST QUARTER	
PME 1120 Automotive Electrical Systems	2
EGR 1101 Basic Computers for Automotive Servicing	2
SECOND QUARTER	
PME 1102 Engine Ignition & Fuel Systems	4
PME 1110 Emission Controls Systems	2
THIRD QUARTER	
PME 1221 Advanced Electrical Systems	2
FOURTH QUARTER	
PME 1206 Electronic Fuel Injection Systems	6
Total Hours	18

Page 92 Change the first paragraph in the Cosmetology program to read:

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, wig service, hair coloring and bleaching (lightening), hair pressing, marcelling, and chemical relaxing.

Page 94 Change the Drafting-Mechanical (V-017) Curriculum requirements to read:

Vocational (Major)	45
Related	21
General Electives	9
Total	75

Under Major Requirements delete DFT 1122 Technical Sketching, DFT 1128 Technical Illustration, DFT 1130 Computer Aided Drafting, and WLD 1102 Basic Arc Welding.

Add: DFT 1202 Basic Computers for Drafting	2
DFT 1203 Computer Aided Drafting I	4
DFT 1204 Computer Aided Drafting II	4
DFT 1205 Computer Aided Drafting III	4
MEC 1123 Computer Aided Manufacturing	3

Page 95 Drafting-Mechanical (continued)

Course Title	ATR HRS Credit
FIRST QUARTER	
DFT 1120 Basic Drafting	4
DFT 1121 Basic Industrial Drafting	2
DFT 1202 Basic Computers for Drafting	2
BUS 136 Professional Development	3
MAT 1101 Trade Mathematics I	3
PHY 1101 Applied Science I	3
RDG 1101 Vocational Reading Improvement	3
SECOND QUARTER	
DFT 1123 Advanced Drafting	4
DFT 1124 Dimensioning and Tolerancing	2
DFT 1203 Computer Aided Drafting I	4
ENG 1102 Communication Skills	3
MAT 1102 Trade Mathematics II	3
PHY 1102 Applied Science II	3

Course Title	QTR HRS Credi
THIRD QUARTER	
DFT 1125 Descriptive Geometry	4
DFT 1131 Mechanical Drafting I	2
DFT 1134 Architectural Drafting	2
DFT 1204 Computer Aided Drafting II	4
MAT 1103 Trade Mathematics III	3
MEC 1110 Machine Processes I	3
FOURTH QUARTER	
DFT 1132 Mechanical Drafting II	2
DFT 1205 Computer Aided Drafting III	4
MEC 1111 Machine Processes II	3
MEC 1115 Physical Metallurgy	3
MEC 1123 Computer Aided Manufacturing	3
BUS 1103 Small Business Operations	3

Drafting-Mechanical - Certificate Program (V-017)

Drafting - Certificate

FIRST QUARTER	
DFT 1120 Basic Drafting	4
DFT 1121 Basic Industrial Drafting	2
SECOND QUARTER	
DFT 1123 Advanced Drafting	4
THIRD QUARTER	
DFT 1124 Dimensioning & Tolerancing	2
DFT 1131 Mechanical Drafting I	2
FOURTH QUARTER	
DFT 1132 Mechanical Drafting II	2
DFT 1134 Architectural Drafting	2
Total Hours	18

CAD-CAM Certificate

FIRST QUARTER	
DFT 1202 Basic Computers for Drafting	2
SECOND QUARTER	
DFT 1203 Computer Aided Drafting I	4
THIRD QUARTER	
DFT 1204 Computer Aided Drafting II	4
FOURTH QUARTER	
DFT 1205 Computer Aided Drafting III	4
MEC 1123 Computer Aided Manufacturing	3
Total Hours	17

Page 97 Under quarter requirements for Electrical Installation and Maintenance in the First Quarter change ELN 112 to ELC 112 Electrical Fundamentals I 6

In the Second Quarter delete ELC 1103 and add: ELC 113 Electrical Fundamentals II 6

Page 97 Electrical Installation & Maintenance (continued)

Electrical Installation and Maintenance (V-018)
Certificate Programs

Residential Wiring Certificate

FIRST QUARTER	
ELC 112 Electrical Fundamentals I	6
ELC 1115 Electrical Mathematics	5
SECOND QUARTER	
DFT 1110 Blueprint Reading: Building Trades	2
DFT 1113 Blueprint Reading: Electrical	1
THIRD QUARTER	
ELC 1124 Residential Wiring	8
Total Hours	22

Electrical Installation and Maintenance Certificate is a pre-requisite to Commercial and Industrial Wiring Certificate

Commercial and Industrial Wiring Certificate

FIRST QUARTER	
ELC 112 Electrical Fundamentals I	6
ELC 1115 Electrical Mathematics	5
SECOND QUARTER	
DFT 1110 Blueprint Reading: Building Trades	2
DFT 1113 Blueprint Reading: Electrical	1
THIRD QUARTER	
ELC 1124 Residential Wiring	8
FOURTH QUARTER	
ELC 1125 Commerical & Industrial Wiring	8
Total Hours	30

Motors and Controls Certificate

FIRST QUARTER	
ELC 112 Electrical Fundamentals I	6
SECOND QUARTER	
ELC 113 Electrical Fundamentals II	6
THIRD QUARTER	
ELC 1103 AC & DC Machines	6
FOURTH QUARTER	
ELC 1104 AC & DC Machine Controls	6
Total Hours	24

Page 99 Make the following changes in the quarter requirements for Industrial Electronics: First Quarter delete ELC 113 and add ELC 1103 AC & DC Machines 6
Second Quarter delete ELC 1103 and add: ELC 113 Electrical Fundamentals II 6

Page 99 Industrial Electronics (continued)

Industrial Electronics (V-045)
Certificate Program

FIRST QUARTER	
ELC 112 Electrical Fundamentals I	6
SECOND QUARTER	
ELC 1104 AC & DC Machine Controls	6
THIRD QUARTER	
ELN 121 Electronics I	5
FOURTH QUARTER	
ELN 1110 Programmable Controls	6
Total Hours	23

Page 101 Add the following after the course requirements for Industrial Maintenance

Industrial Maintenance (V-028)
Certificate Program

FIRST QUARTER	
ELC 112 Electrical Fundamentals I	6
MEC 1140 Hydraulic Fundamentals	3
SECOND QUARTER	
ELC 1104 AC & DC Machine Controls	6
WLD 1101 Basic Oxyacetylene Welding	2
THIRD QUARTER	
MEC 1110 Machine Processes I	3
DFT 1113 Blueprint Reading: Electrical	1
FOURTH QUARTER	
AHR 1110 Industrial Heating	4
Total Hours	25

Page 103 Add the following after quarter requirements for Welding:

Welding (V-050)
Certificate Program

Course Title	
WLD 1111 Oxyacetylene Cutting	2
WLD 1112 Arc Welding Fundamentals	4
WLD 1114 Gas Metal Arc Welding	4
WLD 1116 Fundamentals of Gas Tungsten Arc Welding	4
WLD 1118 Introduction to Pipe Welding	2
FIRST QUARTER	
WLD 1111 Oxyacetylene Cutting	2
WLD 1114 Gas Metal Arc Welding	4
SECOND QUARTER	
WLD 1112 Arc Welding Fundamentals	4
WLD 1118 Introduction to Pipe Welding	2
THIRD QUARTER	
WLD 1116 Fundamentals of Gas Tungsten Arc Welding	4
Total Hours	18

Page 126 Change PME 1203 to:
PME 1204 Auto-Diesel Engine Servicing 4(2-0-6)
A study of the auto and light truck diesel engines. Repair and replacement of common service problems pertaining to the engine will be emphasized greatly. Electronic computer controls will be covered that pertain to emission control devices as they become available on vehicles.

Change PME 1205 to:
PME 1206 Electronic Fuel Injection Systems 6(5-0-3)
A study of computer controlled fuel injection as it pertains to automobiles and light trucks. Several manufacturers' systems will be used as reference material, along with generic fuel injection trainers, similar to all basic systems. Both gasoline and diesel systems will be studied. Prerequisite: PME 1120, PME 1110, PME 1102, EGR 1101.

Page 127 Delete BIO 155

Delete BUS 120

Add: BUS 128 Business Mathematics 4(3-2-0)
A course designed to cover the mathematical understandings and skills needed to solve computational problems encountered in business. Instruction on the electronic calculator and its use in business math applications will be included.

Page 131 Delete BUS 233

Add: BUS 234 Personnel Management 3(3-0-0)
Principles of organization and management of personnel, procurement, placement, testing, performance checking, supervision, remuneration, labor relations, fringe benefits, and security.

Page 133 Change CERAMICS to STRUCTURAL CLAY PRODUCTS TECHNOLOGY

Change CER 206 AUTOMATED CERAMIC PRODUCTION to read:
A series of visits to a variety of ceramic plants giving students insight into automated methods, processes, and procedures for producing ceramic products. Discussion and report writing are developed around each facility visited. Representatives from equipment suppliers will be invited to participate. Prerequisites: CER 102, CER 103, CER 202.

Change CER 207 to read:
CER 207 TESTING AND ASTM PROCEDURES 4(3-2-0)
Covers use of precision equipment, product evaluation, durability, materials testing, ASTM Testing procedures for Structural Clay Products, laboratory reports where resuits are compared to specifications.

Delete CER 206

Add: CER 208 GLAZES AND COLORS 3(2-2-0)
An introductory course covering batch calculations, materials, preparation, application, firing, fit, and defects encountered.

Change CER 209 to read:
CER 209 SEMINAR IN INDUSTRIAL PROBLEMS 3(3-0-0)
The exploration of a specific topic (or topics) that are pertinent to students in Structural Clay Products Technology. The topic or topics are studied by the participants in a group with a structured format. Representatives from structural clay products plants will be invited to present current problems and projects.

Page 136 Delete CJC 115 Criminal Law

Add: CJC 112 CRIMINAL LAW 5(5-0-0)
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the Criminal Justice field.

Delete CJC 201 N.C. Juvenile Detention and Corrections

Page 137 Change CJC 203 CORRECTIONS to read:
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, probation and aftercare for both the adult and juvenile. This course will provide a history and philosophy in the field of corrections.

Change CJC 207 CONFINEMENT FACILITIES ADMINISTRATION to read:
This course is designed to familiarize the student with the supervision and administration of confinement facilities for both adult and juvenile, involving techniques of inmate supervision, security, medical care of inmates, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional facilities and jails.

Page 138 Change CJC 217 from Patrol Administration to CJC 217 PATROL PROCEDURE

Add: CJC 222 CRIMINAL JUSTICE ADMINISTRATION 3(3-0-0)
This course will be an introduction to the principles of organization and administration. The major objective will be to provide the student with a background for understanding basic administration.

Change CJC 223 CORRECTION COUNSELING to read:
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correctional officer or counselor. An exploration of the different avenues of rehabilitation will occur.

Change CJC 234 COMMUNITY-BASED CORRECTION to read:
Community resources that can be utilized in the correctional process are examined such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services. Adult as well as juvenile programs will be examined.

Add: CJC 240 CONSTITUTIONAL LAW 3(3-0-0)
An in-depth study of selected constitutional law. Emphasis will be placed in the following areas: due process clause of the 14th Ammendment. equal protection clause of the 14th Amendment, 1st Amendment rights and rights of privacy.

Add: CJC 241 ALCOHOL AND DRUG ADDICTION AND TREATMENT 5(5-0-0)
A study of the socio-cultural, psychological, and physiological contributions to alcohol and drug addiction. An analysis of the theories of addiction; analysis, philosophies and modalities of treatment including family, individual, and group counseling, vocational rehabilitation, detoxification processes, etc. Analysis of self help treatment philosophies. Study of intervention concepts and strategies; contemporary treatment of addiction.

Page 138 (continued)

Add: CJC 242 ALCOHOL AND DRUG ABUSE PREVENTION 3(3-0-0)
An analysis of the various issues related to the prevention of alcohol and drug abuse as a community health problem. Critical evaluation of various methods and philosophies of prevention. Includes early and secondary prevention models including employee assistance programs. Barriers to prevention programs will be examined.

Page 139 Delete DFT 1104 Blueprint Reading and DFT 1105 Blueprint Reading: Mechanical

Add: DFT 1202 BASIC COMPUTERS FOR DRAFTING 2(1-0-3)
Basic keyboarding and computer functions as they pertain to CAD/CAM operations will be implemented. Hands-on familiarization with MS-DOS functions will be employed by students, preparing them for commands needed in Auto Cad courses.

Add: DFT 1203 COMPUTER AIDED DRAFTING I 4(2-0-6)
Introduction of Computer Aided Drafting (CAD). Student will set up drawings and add lines, circles, arcs, other shapes, geometric constructions and text. The use of display and editing techniques as well as obtaining information about drawings and work files will be explored by hands-on experiences. Pre-requisits: Student must be either enrolled in the V-017 program or submit evidence that he/she has successfully completed at least 12 quarter hours or its equivalent in drafting courses from this or other institutions.

Add: DFT 1204 COMPUTER AIDED DRAFTING II 4(2-0-6)
The student examines multiview drawings, layers, dimensioning, blocks and attributes. Learns how to draw polylines, create section lines, graphic patterns and use design symbols. Sketching techniques will be introduced and student drawings will be plotted or printed. Pre-requisite: DFT 1202, 1203.

Add: DFT 1205 COMPUTER AIDED DRAFTING III 4(2-0-6)
This course explains AutoCad variables and use of a text editor to customize new menus. The course is designed to teach the concepts needed to change the AutoCad environment to suit the drafter's specific needs. Pre-requisite: DFT 1202, 1203, 1204

Page 140 Delete DFT 1122 Technical Sketching, DFT 1128 Technical Illustration, and DFT 1130 Computer Assisted Drafting

Page 141 Change hours for DFT 1131 Mechanical Drafting I and DFT 1132 Mechanical Drafting II to 2 (1-0-3

Delete EDUCATION and EDU 100 Instructional Media

Page 142 Delete EDU 261 Introduction to Education

Page 143 Delete EDP 130 IBM PC DOS

Add: EDP 130 IBM PC DOS 1(1-0-0)
This course is an introduction to the IBM PC and its operation. The student will prepare disks for use, copy files, and perform everyday operations with the most frequently used functions of the personal computer.

Page 144 Change EDP 131 to read:
EDP 131 KEYBOARDING ON THE IBM PC 1(1-0-0)
This course is a basic introduction to the alpha-numeric keyboard and a 10-key numeric pad, with emphasis on the touch system for the numeric keypad. Special keys which are unique to the IBM PC will also be discussed.

Delete EDP 157 Basic Programming for Business and EDP 159 IBM Software Applications

Change EDP 160 to read:
EDP 160 ADVANCED BASIC 3(2-2-0)
A continuation of the basic language concepts learned in EDP 155 or EDP 158, using advanced concepts through color and file processing. Additional techniques will be stressed. Prerequisite: EDP 155, EDP 158, or permission of instructor.

Add:
EDP 161 WORDPROCESSING ON THE PERSONAL COMPUTER 3(3-0-0)
This course is a hands-on course for students who are using word processing on the personal computer for the first time. Hands-on operational concepts of using a word processing package will be introduced (document creation, changes, deletion, saving and printing). Prerequisite: Typing ability of 30 words per minute or permission of the instructor.

EDP 162 SPREADSHEET PROCESSING ON THE PERSONAL COMPUTER 3(3-0-0)
This course is a hands-on course for students who are using spreadsheets on the personal computer for the first time. Hands-on operational concepts of using a spreadsheet package will be introduced. The student will also cover changes to a spreadsheet, saving, deletion and printing of the spreadsheet. Graphics creation and printing will also be covered. Prerequisite Typing ability of 30 words per minute or permission of the instructor.

EDP 163 DATABASE PROCESSING ON THE PERSONAL COMPUTER 3(3-0-0)
This course is a hands-on course for students who are using a database on the personal computer for the first time. Hands-on operational concepts of using a database package will be introduced. The creation of a database, making additions to a database, deletion, saving and report creation will be covered. Prerequisite: Typing ability of 30 words per minute or permission of the instructor.

Page 147 Add:
EGR 1101 BASIC COMPUTERS FOR AUTOMOTIVE SERVICING 2(1-0-3)
A study and hands-on familiarization of computers needed by the auto servicing community. Keyboarding and MS-DOS will be incorporated as it pertains to computer controlled test equipment and digital code readers. Shop inventory and reports will be kept on computer by students.

Page 148 Add: ENG 250 ORAL COMMUNICATION 3(3-0-0)
English 250 allows students an opportunity to gain confidence and improve their oral communication skills by participating in a variety of public speaking situations. Topics include non-verbal communication, active listening, audience analysis, and effective visual aids. Particular attention will be given to speeches that inform and persuade.

Change the hours for ENG 098 Developmental English to 4(3-2-0)
and for ENG 099 Compositional Skills to 4(3-2-0)

Page 149 Change HEA 251 to read:
HEA 251 FIRST AID AND SAFETY 3(3-0-0)
Principles and practices of basic first responder emergency care with certification in standard first aid and CPR.

Page 151 Change the hours for MAT 096 Developmental Mathematics to 3(3-2-0)

Delete MAT 120 General Mathematics

Page 152 Change MAT 151 to read:
MAT 151 FUNDAMENTALS OF MATHEMATICS 5(5-0-0)
This course is designed for students who need a review of basic mathematical skills before taking related courses in mathematics or other disciplines. Topics include a study of the real number system with operations on the real number, linear equations and inequalities with applications, quadratic equations with applications, positive and negative exponents, roots and radicals, polynomials, factoring and rational expressions.

Page 155 Add: MEC 1123 COMPUTER AIDED MANUFACTURING 3(2-0-3)
An introduction to the manufacture of computer-numerically-controlled (CNC) parts. Through the computer, the student will generate an image and tool path that will create a finished machine part by whatever machine operation called for in the tool path. Prerequisite: DFT 110, DFT 1203, DFT 1204, DFT 1205.

Page 156 Change the course description for MEC 1140 to read:
MEC 1140 HYDRAULICS-FUNDAMENTALS 3(3-0-0)
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic symbols, pumps, control values, control assemblies, actuators, and basic maintenance procedures.

Add: MUS 285 MUSIC APPRECIATION 3(3-0-0)
Stressed is the listening of music, including its elements, styles, and a brief survey of music history of the Middle Ages, Renaissance, and early Baroque. Open to all students.

Page 158 Delete PHI 151 Introduction to Ethical Decision Making

Page 162 Delete PED 251 Introduction to Physical Education

Add: PED 195 COMPETITIVE VOLLEYBALL 1(0-2-0)
A course designed for students to concentrate on strategy and execution of power volleyball skills. The course is intended to provide the student with practice in a competitive skill level of play. Emphasis is on team play and interclass competition.

Page 163 Delete POL 274 Constitutional Law

Page 165 Change hours for RDG 092 Developmental Reading I to 4(3-2-0) and RDG 094 Developmental Reading II to 4(3-2-0).

Page 166 Add: REL 155 INTRODUCTION TO ETHICAL DECISION MAKING 3(3-0-0)
This course will have two major parts to it. Approximately one-third of the course will be devoted to a quick survey of various philosophical approaches to ethical decision making and a review of Christian thought. The remaining two-thirds of the quarter will be devoted to a study of contemporary ethical issues. The purpose of the course is to enable the student to see and understand the dimensions of ethical discourse in the context of society and religion and thereby make rational ethical decisions.

Page 168 Delete SPH 251 Public Speaking

Delete WLD 1102 Basic ARC Welding

Page 172 Delete Rebecca White from the Board of Trustees and add:
Alice Stewart Statesville, N.C.

Change Tim Conaway to Keith Souther, SGA President

Page 173 Delete Charles C. Poindexter, President - Add: Douglas O. Eason, President

Change Sam Tate's title to Director of College/Community Relations

Add: Karen Mayhew, Computer Operator under the Office of the Dean of Instruction

Under the Office of the Dean of Student Development, delete William Shuford - add: Don Miller, Counselor, Director of the Career Center.
Delete Diane Levan and add: Nancy Fields, Secretary, Registrar

Under the Office of the Dean of Continuing Education, add: Mike Tucker, Extension Director and Candy Kegarise, Recruitment and Assessment

Change Hans Heymann's title to Director of New and Expanding Industry.

Delete Susan Crater and add: Linda Schade, Secretary

Page 174 Change the Office of the Business Manager to read:

Larry J. Williams	Business Manager
James Calloway	Maintenance Supervisor
Pam Hilton	Accounting Supervisor
Jerry Sloan	Bookstore Mgr./Equipment Coordinator
Laura Snoddy	Graphics Technician
Carolyn Morrison	Receptionist/Switchboard
Polly Millsaps	Food Service Supervisor
Marie Prather	Systems Administrator
Helen Byers	Payroll/Accounts Receivable
Cassie Kanzigg	Purchasing
Joyce Roseberry	Cashier/Receptionist
Ruby Nell Parlier	Part-time Bookkeeper
Karen Flowers	Accounts Payable
Frances Roland	Secretary-Maintenance
Sir Richard Myers	Director of Housekeeping
Michael Brown	Director of Mechanical/Electrical/ Groundskeeping

Page 174 (continued)
Office of the Business Manager (continued)

James Eller	Maintenance
Willie English	Maintenance
John Flowers	Maintenance
Mary Ann Johnson	Maintenance
Robert Johnson	Maintenance
Martha Lambert	Maintenance
Samuel Myers	Maintenance
Viola Parker	Maintenance
Velva Stevenson	Maintenance
Willie Williams	Maintenance
Teresa Vinson	Evening Switchboard Operator

Page 175 Personnel

Change Robert D. Blalock's title to Admissions Coordinator

Change Kenneth Bradshaw's B.S. degree to Appalachian State Teacher's College

Change Marcia Bradshaw's B.S. degree to Appalachian State Teacher's College

Delete J. Alvin Carter

Add: BOYLES, MARTHA . . . . . Business Administration
B.S., University of North Carolina at Charlotte; B.S., University of North Carolina at Greensboro; C.P.A.

BRANON-BISSETTE, BARBARA . . . . . Associate Degree Nursing
B.S.N., University of North Carolina at Greensboro; M.B.A., Appalachian State University; Additional Graduate Study: University of North Carolina at Charlotte.

Page 176 Add to Betsy Cook, M.S.N., University of North Carolina at Charlotte

Add: EASON, DOUGLAS O. . . . . President
B.A., Hendrix College; M.A., University of Arkansas; Ph.D., Vanderbilt University; Additional Study: The Sorbonne, University of Paris; University of Tuebingen, Germany; Yale University; University of Tennessee; Harvard University.

Add: EIDSON, HANNAH . . . . . JTPA Director
A.A., Lees-McRae College; Additional Studies, Appalachian State University.

Add to Karen Furr, Graduate Study: University of North Carolina at Charlotte, Appalachian State University.

Page 177 Change Hans Heymann's title to: Director of New and Expanding Industry.

Add to Judy Griffin, Additional Graduate Study: Appalachian State University.

Add: GILCHRIST, STEVE . . . . . Automotive Mechanics
Diploma, Mitchell Community College; A.A.S., Central Piedmont Community College; Associate Degree in General Motors Automotive Service Educational Program; Central Piedmont Community College and General Motors Training Center; North Carolina Safety Inspection Program.

Page 177 (continued)

Add: HAIRE, JERROLD W. . . . . Electronics
A.A.S., Lenoir Community College; Additional Studies: Mount Olive College, North Carolina State University, Community College of Denver, Eastern Washington State College, University of Alaska,

Page 178 Add: KEGARISE, CANDY . . . . . Assessment/Retention Specialist
A.A., Mitchell Community College; B.S., Gardner Webb; Additional Studies: Appalachian State University, University of North Carolina at Charlotte.

To Philip R. Leftwich add: M.B.A., University of North Carolina at Charlotte; Additional Study: North Carolina State University. Licensed Insurance Agent

Page 179 Delete Marangos, Lawrence

Add to William C. Moose, Additional Graduate Studies: Exeter College (Oxford University), University of North Carolina at Greensboro, Appalachian State University

Add: MILLER, DONALD C. . . . . .DIRECTOR CAREER CENTER/
PLACEMENT TESTING
B.A., East Carolina University; M.S., Miami University; Ed.D., The American University

Add: PETERSON, PANSIE . . . . . Cosmetology
Diploma, Career Beauty College; Additional Studies, Central Piedmont Community College, Wake Forest University,

Page 180 Delete Charles C. Poindexter

Delete William Shuford and Bonnie Sizemore

Add to Frank Harvey Pons, Jr., Additional Graduate Study: Western Carolina University, University of North Carolina at Charlotte.

Add: RAIFORD, CLAUDE . . . . . Small Business Center Director
A.A., Campbell College; B.S., North Carolina State University

Page 181 Add to Travis, Phyllis S., Graduate Study: Appalachian State University

Add: TUCKER, MICHAEL J. . . . . Extension Director
A.S., Brevard Community College; B.S., East Tennessee State University; M.A., East Tennessee State University; Additional Graduate Study: University of South Florida, Clemson University

Change Clarence Smith's title from Testing Director to Job Placement Officer

Add: WATERS, DEWEY D. . . . . Drafting
B.S., Western Carolina University; M.A., Appalachian State University; Additional Graduate Study: Western Carolina University; Additional Study: University of North Carolina at Charlotte, North Carolina State University

Add: STANLEY, PRISCILLA C. . . . . Associate Degree Nursing
Clinical Instructor
B.S., University of North Carolina at Charlotte

Add: WENIG, LAURA S. . . . . Math
B.A., Bluffton College; M.A., Ohio State University; Additional Graduate Study: Wright State University, University of north Carolina at Charlotte

Page 181 (continued)

Add: WHITE, JERRY . . . . . JTPA Recruiter
Diploma, Riverside Military Academy; Additional Studies: North Georgia College

Add: WILLIAMS, LARRY . . . . . Business Manager
B.S., Winthrop College; M.B.A., Winthrop College; Certified Public Accountant

Also Add:

THE CAREER CENTER

The Career Center offers individuals, ranging from high school age through the adult years, assistance in the process of examining and exploring career opportunities. The following services are available:

Career Counseling Assistance in clarifying each individual's career objective including a plan of action.

Vocational Testing Career interest inventories assist an individual in determining vocational areas of interest. An understanding is gained of one's interests, skills, and values.

Advisement Guidance is offered in the selection of academic major. Information regarding various college services and referral to appropriate offices.

Career Information Library Contains information on numerous occupations: an overview of job descriptions, salaries, training requirements, advancement opportunities, and trends.

Job-Finding Skill Development Information on how to implement job search strategies, the interviewing process, the hidden job market, job seeking skills, and resume writing.

Computerized Vocational Guidance Software programs which facilitate the career decision-making process and which contain current information on various career areas.

Study Skills Development Instruction provided through seminar, publications, and videocassette.

Also Add: BATHANTI, JOSEPH R. . . . . English
B.A., University of Pittsburgh; M.A., University of Pittsburgh; M.F.A., Warren Wilson College.

Page 26 Change GRADUATION FEES to read:

GRADUATION FEES: The following graduation fees are charged: Cap & Gown, $13.00; Diploma or certificate, $13.00.

If a student fails to meet the graduation requirements and the cap and gown package is unopened, the $13.00 is refunded. If a student does not participate in graduation and asks that his diploma be mailed, a $4.50 charge is made for registered mail.

Page 27 Change Student Activity Fee to read:

Student Activity Fee: All students who take eight or more quarter hours are charged a $9.00 student fee for the fall, winter, and spring quarters. A student pays a total of $27.00 for the academic year if he is enrolled for all three quarters. The fee is distributed as follows:

Student Government Association	$5.00
The Circle (Yearbook)	3.50
Athletics	.50

Page 50 Change the Attendance Policy to read:

ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result, the student is expected to be in attendance for each class meeting unless prohibited by uncontrollable events. No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed. A student anticipating an absence should contact his instructor in advance to make necessary arrangements.

The instructor is responsible for informing students in writing of the class attendance policy at the beginning of each quarter.

The instructor will inform the Registrar's Office when a student fails to comply with the attendance policy of the class or fails to attend for two consecutive weeks. The instructor will assign a grade of "F" at the end of the quarter to any student who has not complied with the class attendance policy or has failed to attend for two consecutive weeks. The student will receive a "W" instead of an "F" if he completes the proper withdrawal form in the Registrar's Office.

Page 57 Change the Withdrawal Policy to read:

WITHDRAWALS

In order to officially drop a single course, a student must submit a completed drop form, signed by the instructor and the advisor, to the Registrar's Office.

In order to officially withdraw from school, a student must submit a completed withdrawal form to the Dean of Student Development for his signature.

A student may drop a course or withdraw from all courses up to and including the published date to drop or withdraw with a grade of "W". A student who fails to drop or withdraw officially will receive a grade of "F" for any course not completed satisfactorily.

After the published drop or withdrawal date, withdrawals from school will be permitted only for medical or emergency situations; however, no withdrawals will be permitted after exams begin. In order to declare a medical or emergency situation, the student must submit a written request to the Dean of Student Development for approval. Additional documents may be required.

NOTE: Failure to attend class or to notify the instructor does not constitute an official drop or withdrawal.